

THIS FORM MUST BE PRINTED ON OFFICIAL NASA LETTERHEAD

TO: PS
THRU: PS10/Policy and Information Management Department

FROM:

SUBJECT: Request for Delegation of Contracting Officer's Technical Representative

It is requested that, in accordance with NFS 1842.270, _____,
_____, be appointed as Contracting
Officer's Technical Representative (COTR) on contract NNM_____,
with _____.

The following requirements have been or will be met:

1. Procurement Office COTR Training Completed _____

In accordance with NFS 1842.270(g), if an urgent need arises for the appointment of a COTR and no trained or otherwise qualified individual is available, the procurement officer may make a temporary COTR appointment not to exceed six months.

2. Signed Individual Certificate for Appointment as Contracting Officer's Technical Representative/Alternate Contracting Officer's Technical Representative attached as Enclosure 1.

If this employee has not received ethics training this year or mandatory COTR training, I will ensure that he/she receives such training at the earliest feasible opportunity.

Enclosure